TERMS OF REFERENCE

Position Title: Junior Operations Officer
Expected Salary Range: R300k - R360k (dependent on experience)
Duration: Full time
Start date: As soon as possible
Location: Cape Town, South Africa

About SouthSouthNorth
SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents.

Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

Role Summary:

This Terms of Reference outlines the role of SouthSouthNorth’s Junior Operations Officer, supporting the technical and strategic implementation of SSN’s operations and organisational workflow. The role is placed within SSN’s diverse Operations Hub, a team of passionate problem-solvers who get their kicks from building systems and watching them work, numbers and how they can be leveraged, and equal parts pragmatism and fun. This includes operationalising workflow systems, financial optimisation, last-mile implementation, and ongoing maintenance of the organisation’s financial architecture.

Roles and Responsibilities

Programme Operations:
SSN holds a critical role in managing donor funds from disbursement to reporting. The work required for programme operations spans the lifecycle of a programme:

- Budget building and project resourcing
- Financial management and oversight of programme expenditure
- Reporting on financial and operational deliverables

Organisational Operations and Workflow Management:
The role also requires an organisation-wide lens to ensure that SSN moves according to its strategy and towards the overall goal of climate resilience. This facet of the role exposes the individual to several thematic areas and programmes. More specifically this includes design, building, maintenance and analysis of systems and processes that collate and track project and organisational information to create efficiencies and improve decision-making ability within every level at SSN.
Experience, Education and Knowledge Base

- Excellent numerical acumen and comfort with financial jargon and concepts
- Experience with spreadsheet-based monitoring and reporting systems in MS Excel 2010 and later
- Experience working with Macbooks and Apple OS
- Business accounting experience/ exposure
- Comfort with complexity in commercial issues including exchange rates and VAT
- Model-building and logistics planning experience
- Experience with accounting packages and SARS reporting frameworks
- Experience with Orchestration Tools, CRMs or ERPs

Advantageous knowledge base

- Prior experience using Sage Evolution, preferably as an advanced user in a supporting role, a Super User or a Certified Professional.
- Technical proficiency in MS Excel (including Pivot Tables and Dashboards, but excluding VBA)
- Accounting/ finance qualification or course

Competencies and Personal Qualities

- Excellent written and verbal communications
- Ability to self-manage deadlines and workflows
- Passionate about untangling complex problems
- Exceptionally accurate and efficient in quantitative work
- Ability to work within a flexible and fluid work environment
- Eagerness to learn new approaches to data handling
- A grasp of general business and accounting practices
- Patience, resourcefulness and a willingness to help others
- Ability to work as part of a team
- Ability to work remotely

Qualifications

Relevant commerce degree and preferably 3 or more years of relevant work experience

Want to spend your time being part of the global solution, learning about complex systems and getting stuck into some juicy financial problem-solving? Please complete the Google application form: Junior Operations Officer - Application.

Closing date: Midnight 24 January 2021